

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST PANAMA	2. AGENCY STATE	3a. POSITION NO. A54227
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☒ No

4. REASON FOR SUBMISSION

- ☐ a. Reclassification of duties: This position replaces
Position No. _____ , _____ (Title) _____ (Series) _____ (Grade)
- ☐ b. New Position
- ☒ c. Other (explain) Recruitment Process

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Human Resources Assistant (Training), 305	FSN-7; FP-7	GMS	06/21/07
b. Other				
c. Proposed by Initiating Office	Human Resources Assistant/Training Instructor (305)	FSN-7		

6. POST TITLE POSITION (if different from official title) LANGUAGE INSTRUCTOR	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION HUMAN RESOURCES OFFICE	a. First Subdivision MANAGEMENT SECTION
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> Typed Name and Signature of Employee Date(mm-dd-yy) </div>	10. This is a complete and accurate description of the duties and responsibilities of this position. <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> Typed Name and Signature of Local Supervisor Date(mm-dd-yy) </div>
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> Typed Name and Signature of American Supervisor Date(mm-dd-yy) </div>	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <div style="display: flex; justify-content: space-between; border-top: 1px solid black; margin-top: 20px;"> Typed Name and Signature of Human Resources Officer Date(mm-dd-yy) </div>
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13. BASIC FUNCTION OF POSITION Responsible for the Spanish Language Program for FS employees and dependents at Post. Manage the Foreign National Intern Program. Coordinate the Foreign Service Written Exam. Coordinate the Awards Program. Coordinate the Training Program. Design and conduct English classes to LE Staff under ICASS.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- a. Education:
High School diploma and Certification as Professional Language (Spanish) Instructor are required.
- b. Prior Work Experience:
Three (3) years of continuous experience teaching Spanish language is required with one (1) year in the administration field.
- c. Post Entry Training: None. Must be familiar with 3 FAM 4800, 13 FAM, Awards regulations, Post Language Program within one year from the date of appointment to the position.
- d. Language Proficiency:
Level IV (Fluent) Speaking/Reading English is required. Level IV (Fluent) Speaking/Reading Spanish is required.
- e. Job Knowledge: Must possess knowledge of the structure and content of the Spanish language including the meaning and spelling of words, rules of composition, and grammar; Knowledge of principles and methods for training design, teaching and instruction for individuals and groups; Familiar with training and classroom techniques to develop students' language ability, including pronunciation, fluency and accuracy is required. Must have computer knowledge and be familiar with Microsoft Office (Excel, Word and PowerPoint).
- f. Skills, and Abilities: Must have the ability to select and use training/instructional methods and procedures appropriate for the situation when teaching new concepts; Ability to communicate information and ideas so others will understand; Ability to develop constructive and cooperative working relationships with others; Must possess excellent interpersonal skills in order to deal successfully with students of diverse Language levels and with outside contacts pertaining to work. Must have good customer service skills.

16. POSITION ELEMENTS

- a. Supervision Received: Supervised directly by the Senior Human Resources Specialist (N54003).
- b. Supervision Exercised: None
- c. Available Guidelines:
3 FAM Personnel Regulations and handbooks, U.S. Mission policies and regulations. Awards regulations 3 FAM 4800, 13 FAM, Training Policy and regulations, Foreign National Students Intern Program (FNSIP) regulations, Foreign Service Written Exam regulations. Instructions from the Senior HR Specialist and/or acting HRO in connection with special projects.
- d. Exercise of Judgment: Must at all times exercise sound judgment when dealing with American and LE Staff issues and when interpreting regulations as well as being able to alert supervisor of potential problems
- e. Authority to Make Commitments: Positions has no authority to make commitments.
- f. Nature, Level, and Purpose of Contacts: U.S. Mission employees of all levels to discuss training and awards issues and eligible family members of direct-hire employees regarding Post Language Program. Local educational institutions to discuss language training and/or FNSIP program.
- g. Time Expected to Reach Full Performance Level: One Year

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

50 %

1. Teach multi-level conversation and integrated classes to Embassy employees and/or dependents. Classes include beginner through advanced integrated skills and incorporate embassy and job-related materials. Prepare each class by reviewing daily lesson guides and listening materials, printing out supplemental materials and developing appropriate drills and practice activities. Must present language materials for use by students according to specific curricular requirements, correct student errors by example or explanation, and lead students into guided conversation, adjusting approach to personalities of students so as to create rapport with the class. Must conduct instruction in all skills (reading, pronunciation, conversation) and at all levels through the entire range of course curriculum covering all aspects of phonology, grammar, and semantics, examples and using explanations. Keep attendance records and maintains progress report for each student. Maintain, expand and update a resource library of retrievable supplemental materials, including grammar guidelines, and class sets of materials.

20%

2. Manage the Spanish Language Lab and Spanish On-Line. Manage the Immersion program and act as the liaison between the families and students (employees) when coordinating and scheduling the trips. Act as the Native Speaker Tester for the FSI Spanish Language Proficiency Test when required. Provide regular student assessment and feedback to promote learning and motivation. Serve as facilitator in HR and to other sections at Post in organizing training workshops. Facilitate Basic workshops for LE Staff employees. Coordinate the FSI Online Writing Lab (OWL) Program, local and out-of-country training. Administer the Training Program by coordinating Post yearly training plan and keeping the training tracking system as well as maintaining the Training Lists. Ensure that employees sign the Repayment Training Agreement as applicable. Ensure that new LE Staff employees receive the Ethics training on-line. Responsible for the Foreign National Student Intern Program (FNSIP): Develop and maintain contacts with outside local educational institutions for this program. Assist in the screening and recruitment of students for the program as well as coordinating and scheduling different meetings for the selection process.

15%

3. Administer the Post Awards Program including the awards ceremony. Send requests for awards for Americans and LE Staff to Post Awards Committee. Responsible for scheduling the awards committee meeting. Maintain the awards tracking system; update the awards nominations lists for both American and LE Staff. Ensure that all nominations have been approved by the Ambassador that funding is available and copies are filed in each employee's OPF. Ensure that nominations, documents and cables on approved Meritorious Step Increase (MSI), Franklin Awards, Meritorious Honor Awards (MHA) and Superior Honor Awards (SHA) are forwarded to WHA/EX for filing in direct-hire American employees' Official Personal File (OPF).

10%

4. Conduct all language tests for job applicants as required.

5%

5. Perform other duties as assigned, including serving as back-up for position A54225 and N54222